

## **QUICK INSTRUCTIONS FOR COMPLETING EPA FORM 8700-12 (Revised 7/2006)**

Please note that a copy of the "RCRA Subtitle C Site Identification Form" (previously known as the "Notification of Regulated Waste Activity" form) can be found on the Internet at <http://www.epa.gov/epaoswer/hazwaste/data/form8700/forms.htm> . This site also provides guidance and full detailed instructions for completing the form.

1. Place an "x" in the first box if you are applying for a new permanent or provisional EPA identification number. If you have filed a previous notification for this site, place an "x" in the second box. If any of the third through fifth boxes apply to your site, please contact Dan Gwinner, DEQ, at 804-698-4218.
2. Complete this section only if you checked the second box in item 1.
3. Enter the legal name of the site where the waste is being generated.
4. Please note that the address you provide for the site location **must be a physical street address**, not a post office box or route number. Please include the zip code and city and/or county name.
5. Please place an "x" in the box for the land type that best describes the current legal status of the land on which the site is located. Select only one type.
6. You can obtain NAICS codes from the NAICS web site at <http://www.census.gov/epcd/www/naics.html>
7. Enter the mailing address of the site if it is different from that entered for item 4. If it is the same, write "SAME".
8. Enter the name and business telephone number of the person who should be contacted regarding information submitted on this form. The Email address is optional.
9. Enter the name of the operator of the site and the date they became the operator. Place an "x" in the box that best describes the legal status of the current operator of the site. Enter the name of the current legal owner(s) of the property, on which the site is located, and the date they became the owner. Place an "x" in the box that best describes the legal status of the current owner of the site. Feel free to use the comment section in item 12 for additional space, if needed, for multiple owners and/or operators.

Enter the address of the Legal Owner in Section 9 on page 2.

10. A. Place an "x" in the appropriate box(es) to indicate which hazardous waste activities are being conducted at this site. Any questions, please refer to the Internet site noted at the top of these instructions, or contact Dan Gwinner, DEQ, at 804-698-4218.  
  
B./C. Place an "x" in the appropriate box(es) for any of the applicable universal waste and/or used oil activities taking place at this site. Any questions, please refer to the Internet site noted at the top of these instructions, or contact Dan Gwinner, DEQ, at 804-698-4218.
11. Reference the federal regulations at 40 CFR Part 261, or consult your transporter or environmental consultant, as to which waste codes are generated at the site. The appendices to the guidance document and instructions referenced on the Internet site noted at the top of these instructions provide examples of commonly generated waste codes by small quantity generators/businesses.
12. This item may be used for indicating additional site owners or operators, or any other information you believe helpful to DEQ in issuing the EPA identification number.

13. The certification must be signed by the owner(s), operator(s), or authorized representative(s) of the site. The signer(s) should read and understand the certification. An "authorized representative" is a person responsible for the overall operation of the site (e.g., a plant manager or superintendent, or a person of equal responsibility). All forms must include this signed certification to be complete.

Please note that if the form is incomplete in any way, you will either receive a phone call from DEQ staff, or the form will be returned to you with the areas marked that need to be completed. Any questions, please refer to the Internet site noted at the top of these instructions, or contact Dan Gwinner, DEQ, at 804-698-4218.

**Permanent EPA identification numbers and subsequent notifications:** The process for issuing a permanent EPA identification number takes about seven to ten days. The contact person identified on the form will receive an acknowledgement from DEQ indicating either the new EPA identification number or the changes requested in the subsequent notice. **For permanent EPA identification numbers**, you should send the completed form directly to DEQ's Central Office.

Virginia Department of Environmental Quality  
Office of Waste Programs  
ATTN: Dan Gwinner  
P.O. Box 1105  
Richmond, Virginia 23218

For Federal Express, UPS, certified, or other mail services, you may use the following address:

Virginia Department of Environmental Quality  
Office of Waste Programs  
ATTN: Dan Gwinner  
629 East Main Street  
Richmond, Virginia 23219